

# INSTRUCTIONS

## EXISTING PROJECTS REGISTRATION INFORMATION

In order to access the CWSRF PPL application, a FAAST user account is needed. To create a User Account for an existing project, you must complete a 5-step process. A registration code is needed in order to complete this process. To obtain a registration code, please send an email to: [cwhite@waterboards.ca.gov](mailto:cwhite@waterboards.ca.gov). The email should include: Organization name, Contact Name/Email, and a subject line: "CWSRF REGISTRATION CODE."

Once you have your registration code, open the CWSRF Registration Page which is located at: <https://faast.waterboards.ca.gov/SrfRegIndex.asp>

*Note: Projects already on the CWSRF PPL will have some information pre-populated (project title, project description, organization details, etc) within the [FAAST](#) application process.*

Step 1: Enter Organization's Registration Code

Step 2: Confirm Authorization

Step 3: Edit Organization Details

Step 4: FAAST User Account Information

Step 5: Create Username and Password

### **A. STEP 1: ENTER ORGANIZATION'S REGISTRATION CODE**

Enter the Registration Code for your organization. Click on the "Proceed" button.

### **B. STEP 2: CONFIRMATION AUTHORIZATION**

This screen displays the "Organization Details" that are on the record on CWSRF PPL. Please confirm that you are authorized to represent and submit an application on behalf of the organization shown. Check the box and click on the "Proceed" button.

### **C. STEP 3: EDIT ORGANIZATION DETAILS**

This screen displays the "Organization Details" for your organization. Please enter the correct mailing address, type of organization, and federal tax ID number (if available) for your organization. Click on the "Next Step" button.

### **D. STEP 4: FAAST USER ACCOUNT INFORMATION**

Enter the name and contact information for the [FAAST](#) account holder. Click on the "Next Step" button.

*Note: It is important that your email address is updated as needed, because this will be the primary means of communicating with you.*

## **E. STEP 5: CREATE USERNAME AND PASSWORD**

This screen enables you to enter a user name and password. Please provide an answer to one of the questions below for security purposes. You will also need to provide the correct answer in the case of a forgotten password.

Click "Create User Account" to finish the process and start using [FAAST](#).

## **II. SIGNING ONTO FAAST**

On the FAAST homepage, look for the "FAAST Login" heading on the right hand side. Enter your User Name and Password here and click the "**Login**" button to enter [FAAST](#).

After signing in, the Applicant Menu screen (also known as Main Menu) will appear. The Applicant Menu allows you to submit a new application, work on existing CWSRF PPL application(s) or update your user and organization profile.

If you wish to work on an existing CWSRF PPL application, please select one of the projects listed under PROPOSAL TITLE. You are also able to submit applications for new projects (projects not already on the 2007/2008 CWSRF PPL). To submit an application for a new project, you must select the "START A NEW APPLICATION" from the Main Menu.

## **FAAST HINTS**

a. Enter the information request on the following tabs (screens within the [FAAST](#) application process):

- General Information
- Funding Programs
- Project Management
- Legislative Information
- Application Questionnaire

Disregard the other tabs.

b. A few of the text boxes within the General Information and the Application Questionnaire tabs have character limits (the number of characters includes spaces, punctuation, and any formatting code). If you exceed the character limits, a pop up window will appear to warn you to edit the text.

c. In order for an application to be considered, it must be submitted. Once you have submitted your application, you will receive an email confirmation.

If you have not received an email confirmation within 24 hours of application submission, send an email to [FAAST\\_Admin@waterboards.ca.gov](mailto:FAAST_Admin@waterboards.ca.gov). Include the Proposal Identification Number (PIN) that is assigned to your application.

## **CONTACT INFORMATION**

CWSRF Program Contact: Christine White

Phone: (916) 341-5795

Email: [cwhite@waterboards.ca.gov](mailto:cwhite@waterboards.ca.gov)

[FAAST](#) Help Desk

Phone: (866) 434-1083

Email: [faast\\_admin@waterboards.ca.gov](mailto:faast_admin@waterboards.ca.gov)

Technical support is available Monday through Friday, 8:00 – 5:00PM